**AFTER SCHOOL STUDENT HANDBOOK**

**10 IMPORTANT RULES TO REMEMBER**

1. Acts of bullying, promoting fights, or fighting will absolutely not be tolerated. All students have the right to attend afterschool in a friendly, safe, environment.
2. Public displays of affection will not be tolerated, such as kissing or anything of sexual nature.
3. No alcohol or drugs allowed, period. Any student caught with drugs, alcohol, etc. is subject to Zero Tolerance and may be expelled from afterschool.
4. No knives, guns, (or implements that could be considered weapons) are allowed on campus, any violations are subject to Zero Tolerance, and the student may be expelled from school.
5. All students are expected to show respect for themselves, other students, teachers, staff and administrators. Acts of disrespect will not be tolerated.
6. No destruction of school property will be tolerated; any student caught destroying or defacing school materials, desks, floors, walls, etc. will be dealt with appropriately.

**CPEC Mission Statement**

The 21st CCLC After School Program will help students and their families reach their full potential by offering them a variety of activities to help discover their gifts and talents and enhance their academic achievements. The vision of this program is to keep students safe, improve academic achievement, help working families, and build social skills and self-esteem.

**PROGRAMS AND POLICIES**

***Internet/Acceptable Use***

Students will participate in projects using the internet in a directed manner to support curriculum and research activities. A written parental form shall be required prior to a student being granted independent access to electronic media involving the internet. The form must be signed by the student and by the parent/legal guardian of any student under 18.

**Sign-out Procedures**

Students will be allowed to sign out under the following conditions:

a) The parent or guardian may sign the student out. (b) Parents consent on after school permission forms and/or after school coordinator receives permission from parent/guardian.

**BULLYING, CYBER BULLYING, DISCRIMINATION, HARRASSMENT AND INTIMIDATION**

**Discrimination/Harassment (Sexual, Racial Ethnic, Religious)**

Students will be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It is a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination or harassment:

1. Student discrimination/harassment will not be tolerated.

2. **Discrimination/harassment** is defined as conduct, advances, gestures or words either spoken or implied of a sexual, racial, ethnic or religious nature which:

a. Unreasonably interfere with the student’s work or educational opportunities; or

b. Create an intimidating, hostile or offensive learning environment; or

c. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or

d. Imply that submission to or rejection of such conduct will be used as a basis for determining the student’s grades and/or participation in a student activity.

**CURRICULUM**

Academic standards establish desired learning outcomes and the curriculum provides instructional programming designed to help students reach these outcomes. CPEC/21st CCLC After School program works with the Hancock County Schools to establish curricular programs that support student mastery of Tennessee’s academic state standards while reflecting unique community values.  Instructional practices should provide each student with the best opportunity to meet these standards by supporting individual learning needs.

**DISRUPTION OF THE EDUCATIONAL PROCESS**

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, active and passive resistance, **dialing 911 or pulling the fire alarm**, or any other conduct, that causes the disruption or obstruction of any lawful mission, process or function of the school, urge other students to engage in such conduct. **Dialing 911 or pulling the fire alarm** without proper provocation is a Class B misdemeanor that can result in up to 45 days in jail and up to $200.00 in fines plus court cost. In addition to being cited to court, students pulling the fire alarm will be subject to suspension, alternative school or expulsion.

***Rules Student Attire and Accessories***

* All teachers will assume responsibility for overseeing dress code compliance. Students in violation of dress code will be sent to the office
* In a situation where a disagreement exists regarding this dress code, the principal shall make the final decision.
* A written record of violators will be on file. Obvious violators will be required to change clothes or will be sent home.

**The CPEC and Hancock County School System will not accept responsibility for student cell phones or electronic devices that are lost or stolen**.

**FIGHTING POLICY**

Acts of aggression or of the physical nature will not be tolerated on the campus of Hancock Middle/High School. Students who participate in “fighting” or those exhibiting the action of hitting, pushing, slapping, shoving, grabbing kicking, etc. another individual will be punished as follows:

**1st Offense –**

Verbal reprimand, or suspended from after school 1-3 days in-school suspension, or 3 days out of school suspension, or recommendation for placement in Alternative School, or expulsion, or student can be petitioned to juvenile court and charged with assault.

**2nd Offense –**

3 days suspended from after school, or recommendation for placement in Alternative School, or expulsion, or student can be petitioned to juvenile court and charged with assault.

**3rd Offense –**

Expulsion from after school. Student will be petitioned to juvenile court and charged with assault.

**LOCK DOWN PROCEDURE**

An announced lock down is a time that a current threat exists to Staff or Students. During such an event teachers should:

1. Secure or lock doors.

2. Turn off lights.

3. Move students to a designated area of the room away from windows and doors.

4. Remain calm and quiet until prompted via the intercom by a familiar voice such as Principal or Assistant Principal.

5. Display red or green sheets at the door window after prompt is given. Green – all students are safe and accounted for, Red – student is missing, injured or danger is present.

Site Coordinator and/or Law Enforcement official will check the building. After the building has been cleared an intercom announcement of “All Clear” will be made by a familiar voice.

*Most doors in our building require locking with a key from the outside. Teachers are encouraged to lock doors during after school hours.*

*\*All doors must be clear of obstructions.*

**MEDICATION**

Regardless of illness or prescribing physician, distribution of medication during afterschool must be handled by a parent or the School Based Health Clinic when available. Students must not possess medication, prescribed or over the counter, during the school day.

**MESSAGES FOR STUDENTS**

If messages are of an urgent nature, the after school staff will make every effort to deliver them without delay. However, with limited office staff it is not possible to deliver “reminder” messages. Please make necessary transportation arrangements with your child before they arrive at school. If you need to get a message to your child through the office, call 733-4611.

**OPENING AND CLOSING OF AFTER SCHOOL**

After school will be cancelled when regular school day classes are cancelled and other incidences will be posted on the after school bulletin board, ASPEN, and hancockountyschools.com website.

**PUBLIC DISPLAYS OF AFFECTION**

Demonstration of affection between students is personal and not meant for public display. This includes touching, petting, kissing or any other contact that may be considered sexual in nature. Disciple will be issued if caught in the act of PDA.

**SEARCH AND SEIZURE**

School authorities are charged with the responsibility of safeguarding the students in their care. In the discharge of that responsibility, upon reasonable suspicion, school authorities may search student’s property (including vehicles, purses, backpacks, gym bags, etc.) or a student, with or without the student’s consent.

**STUDENT CAR/TRUCK RIDERS**

All students who are transported from school by parents, grandparents, etc. should be picked up in front of the building.

**TELEPHONES**

Office telephones are not for student use and should not be used without permission. Only in cases of emergency will students be called to the phone during class.

**VANDALISM**

It is the policy of the Hancock County School System to require any student who defaces or destroys school property to restore or replace the damaged item. A student or students who commit vandalism may also be cited to Juvenile Court.

**ZERO TOLERANCE POLICY**

***ALCOHOL AND DRUGS***

Students will not possess, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. If a student violates this policy, he/she will be subject to expulsion from after school.

***WEAPONS***

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings, on school grounds at any time. If a student violates this policy, he/she will be subject to expulsion from afterschool.

**This is a Title I school wide project school.**

**Suggestions are welcomed from parents, guardians and community members. Please mail suggestions for improvement to:**

**Clinch-Powell Educational Cooperative**

**P.O. Box 791**

**Sneedville, TN 37869**

**Or leave comments in after school suggestion box in the school office!**